



*The Librarian*  
*H.P. Simla,*

# राजपत्र, हिमाचल प्रदेश

## (असाधारण)

हिमाचल प्रदेश शासन द्वारा प्रकाशित

शिमला, बुधवार, 9 मार्च, 1960/18 फाल्गुन, 1881

### HIMACHAL PRADESH ADMINISTRATION

#### MEDICAL AND PUBLIC HEALTH DEPARTMENT

#### NOTIFICATION

*Simla-4, the 23rd December, 1959/2nd Pausa, 1881.*

**No. M. 19-122/57.**—In exercise of the powers conferred by section 55 of the Dentists Act, 1948, the Lieutenant Governor, Himachal Pradesh, is pleased to make the following rules:—

#### RULES

##### PART I

1. *Definitions.*—(a) These rules may be called the Himachal Pradesh Registration of Dentists on the First Register Rules, 1959.

(b) They shall come into force from the date of their publication in the official *Gazette*.

(c) In these rules, unless there is any thing repugnant in the subject or context—

(1) the expression 'the Act' means the Dentists Act, 1948;

(2) the Registrar, means the Registrar appointed under section 32 (1) of the Act.

##### PART II

2. *Compilation and publication of Himachal Dental Register.*—The First Register of Dentists for the Union Territory of Himachal Pradesh, shall be prepared in Form No. II, in the Appendix to these rules.

3. The names of persons entitled to be registered under section 33 of the Act, shall be entered in the register, in Part 'A' or 'B' in alphabetical order and sufficient space shall be left for future additions and alterations.

4. Each page of register shall be verified by the affixation of Registrar's signature.

5. The Register so prepared by the Registration Tribunal, constituted under sub-section (1) of section 32 of the Dentists Act, 1948, shall thereafter be published in Form IV in the Appendix to these rules.

6. Any person aggrieved by the decision of the Registration Tribunal, expressed or implied in the register as so published may within 30 days from the date of such publication, appeal to an authority that may be appointed by the Himachal Pradesh Administration in this behalf by a *gazette* notification.

### PART III

7. *Certificate of Registration and form of application.*—An application for registration shall be submitted on form No. I, of the appendix to these rules, addressed to the Registrar and shall be accompanied by the prescribed fee.

8. The application for Registration will be supported by documentary evidence, that the applicant holds recognised Dental qualifications as required under section 33 or has been engaged in practice as a dentist as his principal means of livelihood for a period of not less than five years prior to the date appointed under sub-section (2) of section 32 of the Act.

9. The certificate of registration shall be issued on Form No. III, of the Appendix to these rules.

### PART IV

10. *Fees.*—(a) Every dentist applying for registration shall pay a fee of Rs. 15 which shall accompany the application for registration, provided that if the applicant is already registered with any other State, the fee shall be Rs. 5.

(b) Every registered dentist shall pay a renewal fee of Rs. 5 under section 39 of the Act.

(c) A registered dentist who has not paid his renewal fee before the due date shall have to pay Rs. 7 if his name was removed the same year and all arrears if removed during the previous year.

(d) Every registered dentist, who applies to the Registrar, for the issue of duplicate certificate of registration under section 44 of the Act, shall pay a fee of Rs. 5 (including cost of stamp affixed on the registration certificate).

(e) Every registered dentist, who applies to the Registrar for an alteration in his name other than the additions of recognised titles in the register, shall pay a fee of Rs. 5 and furnish such particulars as the Registrar, may desire. Lady dentists, whose names are changed on account of marriage shall however, be exempted from the payment of this fee.

11. Every registered dentist, who applies to the Registrar, under section 40 for entry of any additional qualification obtained subsequent to registration or for any alteration, shall pay fee of Rs. 5 for each such addition or alteration unless the additional qualification has already been registered under the Act in any other State in India.

12. The fee for printed copy of the register shall be Rs. 2.

13. The Registrar, shall receive all fees payable under the Act and shall credit them to the account of the Registration Tribunal constituted under section 32 of the Act, in the State Bank of India, Simla.

PART V

14. *Institution, Hearing and disposal of appeals under section 32 (4) of the Act.*—An appeal to the authority, that may be appointed, preferred under section 32 (4) of the Act, against a refusal of the Registration Tribunal to register any title or qualification or any person on the First Register of Dentists shall be in writing and shall state the title or the qualification, the grounds on which the registration is claimed.

15. The authority shall have the powers to call for the original diploma, licence or certificate from the appellant for inspection and also such other documentary or oral evidence as may be considered necessary by it.

16. The date on which the appeal is to be taken up by the authority shall be notified to the appellant. The appellant shall also be allowed if he so chooses to represent his case before the authority either by himself or by his legal representative.

APPENDIX

(FORM No. I)

FORM OF APPLICATION FOR REGISTRATION OF DENTISTS  
(UNDER SECTION 33 OF THE DENTISTS ACT, 1948)

Dated.....

To

The Registrar,  
Dentists' Registration Tribunal, Snowdon, Simla.

Sir,

I have to request you to enter my name, address and qualifications as stated below in Part 'A'. Name and address as stated below in Part 'B' of the Register of Dentists for the Union Territory of Himachal Pradesh. Registration fee of Rs. 15 (Rupees fifteen) is sent herewith.

Name in full (in Block letters).....S/o.....

\*Nationality: (kindly give information in details)—

Whether Natural born Indian subject.....

Whether Natural born British subject.....

Whether British subject of Indian domicile.....

Whether subject of a foreign Government.....

Residential address.....

Employment if any.....

Place and date of Birth.....

(Only for use of applicants possessing recognised dental qualifications who desire registration in Part A).

QUALIFICATIONS

Description of qualifications of which registration is desired.....

Name of University or Faculty or Examining or Licensing Body, with full address.....

Date of attaining the qualifications.....

\*Strike out whichever in unnecessary.

Institution through which appeared.....

I have forwarded herewith in original the diploma (with copies) I possess. The original may please be returned when no longer required.

(Only for use of applicants not possessing recognised dental qualifications who desire registration in Part 'B').

I am a citizen of India and have been engaged in practice as dentist as my principal means of livelihood for a period of not less than five years prior to the date appointed under sub-section (2) of section 32..... and have forwarded herewith\* a declaration testifying to the length of my practice made by me before a Magistrate.

Yours faithfully,

Usual Signautre.....

Name in full.....

#### INSTRUCTIONS

- (1) All particulars given above must be filled in by the applicant only.
- (2) All particulars should be in neat legible hand.
- (3) Registration fee should be sent in person or by money order only.
- (4) Candidates should note that their names entered, in the application must exactly correspond with their names at the University or other Examination as the case may be.

Please also state on a separate paper if you have any other source of livelihood.

You are also required to submit two certificates from registered medical practitioner whose names are borne on the Medical Register of any Indian State, certifying that you have been engaged in practice as dentist as your principal means of livelihood for a period of not less than five years prior to the date appointed under sub-section (2) of section 32.

Please give below a specimen of your signature as used by you on medical certificate.

.....  
.....

*Note.*—To enable applicant to know the provisions of the Act in respect of registration etc. reprints of section 33 and 49 and of the schedule are attached.

*(The following sections apply only to the Citizens of India)*

(INDIAN ACT NO. XIV OF 1948)

*Section 33:—Qualifications for entry on first preparation of Register.*—(1) A person shall be entitled on payment of the prescribed fee to have his name entered on the register when it is first prepared if he resides or carries on the profession of dentistry in the State and if he—

(a) holds a recognised dental qualification; or

(b) does not hold such a qualification but, being a citizen of India has

(\*) This declaration must be made before a First Class Magistrate.



been engaged in practice as dentist as his principal means of livelihood for a period of not less than five years prior to the date appointed under sub-section (2) of section 32.

Provided that no person other than a British subject of Indian domicile shall be entitled to registration by virtue of a qualification.

- (a) Specified in Part I of the schedule unless by the law and practice of the state or country to which such person belongs, persons of Indian origin holding dental qualifications registerable in that State or country are permitted to enter and practise the profession of dentistry in such State or country; or
- (b) specified in Part II of the schedule unless the Council has, in pursuance of a scheme of reciprocity, declared that qualification to be a recognised dental qualification.

Provided further that a person shall be entitled to registration by virtue of a qualification specified in Part III of the schedule only if he is a British subject of Indian domicile.

Provided further that for the purpose of the first preparation of the register of dentists under this Act, a person shall be entitled to have his name entered in the appropriate part of the register without payment of any registration fee—

- (a) in the State of Saurashtra, if he is registered on the register of dental practitioners maintained under Saurashtra Ordinance No. XXV of 1948 as amended by Saurashtra Ordinance No. XL of 1948; or
- (b) in the State of Travancore-Cochin if he is registered on the register of dental practitioners maintained under the Travancore Medical Practitioners Act, 1919.

(2) A person domiciled in a State of India shall be entitled on payment of the prescribed fee to temporary registration as a dentist for a period of five years, if he has been engaged in practice as a dentist as his principal means of livelihood for a period of not less than two years during the five years prior to the date appointed under sub-section (2) of section 32 and a person so registered shall be entitled to permanent registration if for a period of 5 years from the date of his temporary registration he has been engaged in practice as a dentist.

**Section 49. Practice by Unregistered persons.**—(1) After the expiry of three years from the date appointed under sub-section (2) of section 32, in the case of dentists, and in the State where a register of dental hygienists or dental mechanics has been prepared under section 36 from such date as may be prescribed in this behalf by the State Government by notification in the official gazette, in the case of dental hygienists or dental mechanics, no person, other than a registered dentist, registered dental hygienists or registered dental mechanic, shall practise dentistry or the art of scaling, cleaning or polishing teeth, or of making or repairing dentures and dental appliances, as the case may be, or indicate in any way that he is prepared to so practise;

Provided that the provisions of this section shall not apply to :

- (a) practice of dentistry, by a registered medical practitioner;
- (b) the extraction of a tooth by any person when the case is urgent and no registered dentist is available, so however, that the operation is performed without the use of any general or local anaesthetic;
- (c) the performance of dental work or radiographic work in any hospital or dispensary maintained or supported from public or local funds.

(2) If any person contravenes the provisions of sub-section (1) he shall be punishable on first conviction with fine which may extend to five hundred rupees, and on any subsequent conviction with imprisonment which may extend to six months or with fine not exceeding one thousand rupees or with both.

## THE SCHEDULE

(See section 13, 32 and 33)

### RECOGNISED DENTAL QUALIFICATIONS

#### PART I

Degrees or diplomas in dentistry issued by any of the following authorities:—

- (1) Board of Examiners, Calcutta, Dental College and Hospital, if granted before the 1st day of May, 1941.
- (2) State Medical Faculty, Bengal, Calcutta if granted after the 30th day of April, 1941.
- (2) (a) The City Dental College and Hospital, Calcutta if granted before the 31st day of March, 1940 to any person who:—
  - (i) had undergone two years course of training in that institution, or
  - (ii) having been previously engaged in practice as a dentist or a medical practitioner had undergone one year's course of training in that institution.
- (3) The University of Bombay.
- (4) The College of Physicians and Surgeons, Bombay.
- (5) The Nair Hospital Dental Board, Bombay.
- (6) The West Punjab University, if granted during 1948.

#### PART II

A degree or diplomas in Dentistry issued by the following authorities:—

- (1) The Punjab University, Lahore, if granted before 15th August, 1947.
- (2) The Punjab State Medical Faculty, Lahore, if granted before 15th August, 1947.
- (3) The Board of Examiners, College of Dentistry, Karachi, if granted before 31st day of December, 1943.
- (4) The Royal College of Surgeons, England.
- (5) The Royal College of Surgeons, Edinburgh.
- (6) The Royal Faculty of Physicians and Surgeons of Glasgow.
- (7) The Royal College of Surgeons, Ireland.
- (8) The Universities of Durham, London, Manchester, Birmingham, Liverpool, Leeds, Sheffield, Bristol, St. Andrews and Belfast, and the National University of Ireland.
- (9) Atlanta Southern Dental College, Atlanta, Georgia.
- (10) College of Dentistry, University of Illinois, Chicago.
- (11) College of Dental Surgery, Lyola University Chicago, Illinois.
- (12) North Western University Dental College, Chicago, Illinois.

- (13) School of Dentistry, Indian University, Indiana Polis, Indiana.
- (14) College of Dentistry, University of Iowa, City Iowa.
- (15) Dental School, Harvard University, Boston, Massachusetts.
- (16) College of Dentistry, University of Nebraska, Omaha, Nebraska.
- (17) School of Dental and Oral Surgery, Columbia University, New York City.
- (18) University of Pennsylvania, Thomas Evans Dental Institute School of Dentistry, Philadelphia, Pennsylvania.
- (19) Texas State Dental College, Houston, Texas.
- (20) University of Minnesota, Minnesota.
- (21) University of State Louis Missouri.
- (22) University of Michigan, Michigan.
- (23) Tofts College, Boston.
- (24) University of Toronto, Faculty of Dentistry, Tronto, Ontario.
- (25) Dental College of Mc Gill University, Monteral Quebec.
- (26) Deutsche Zahnaerztliche Universities Institute, Bonn.
- (27) Deutsche Zahnaerztlich Universities Institute, Munich.
- (28) Ecole Dentarire de Paris, Paris.
- (29) Ecole Dentaire Francaise, Paris.
- (30) Any other foreign qualification approved in this behalf by the Dental Council of India, or before the said Council is constituted, by the Central Government, by notification in the official *gazette*.
  - (i) American Dental College Karachi, if granted on or before the 31st December, 1936.
  - (ii) The qualification of dental specialist granted by the faculty of medicine, University of Vienna, after a two years course in dentistry prior to which the M. D. Degree, of that University has been obtained.
  - (iii) Dr. Med Dent University of Berlin, Berlin.
  - (iv) Zahnarzt diploma, University of Freiburg, Freiburg.
  - (v) Dr. Med Dent University of Frankfurt, Frankfurt.
  - (vi) Zahnarzt diplome, University of Berlin, Berlin.
  - (vii) D. D. S. and M. S. degree of the Baltimore College, of Dental Surgery, University of Maryland, Maryland.
  - (viii) Dr. Med. Dent. University of Rostock, Rostock.

### PART III

The following qualifications:—

- (1) Post-graduate certificate of dentistry of University of Vienna (Z.D.S.).
- (2) Any othr foreign qualification approved in this behalf by the Central Government by notification in the official *Gazette*.
  - (i) Degree of Doctor of Dental Surgery of the Tulane University of Louisiana, (U.S.A.)
  - (ii) Diploma Ecole de Chirugie Dentaire de Stomatologie de Paris.

## APPENDIX

(FORM II)

Serial No.	Date of registration	Full Name	Nationality	Professional address or appointment	Residential Address	Qualifications and dates thereof	Date and reasons for removal		Remarks
							Date	Section of the Act, under which the name is removed	
1	2	3	4	5	6	7		8	9

## APPENDIX

(FORM No. III)

This is to certify that the person named below has been registered as a Dentist under the provisions of the Dentists Act, 1948 (and his registration was last renewed on.....)

This certificate shall remain in force till.....

Name .....

Address .....

Qualifications.....

Registered No. ....

Date of registration.....

Part in which registered.....

Seal.

(Signature).....

Registrar

Himachal Pradesh Registration Tribunal.

## APPENDIX

(FORM No. IV)

Full Name	Qualifications and date thereof	Address or appointment	Date of registration	Serial No. as in the register of registered Dentist
1	2	3	4	5

By order,  
P. CHANDRA,  
Secretary.

## REVENUE DEPARTMENT

### NOTIFICATION

*Simla-4, the 29th December, 1959 8th Pausa, 1881*

**No. R. 22-919/57.**—The following draft of rules which the Financial Commissioner, Himachal Pradesh proposes to make in exercise of the powers conferred by section 39, 58, and 141 of the Himachal Pradesh Abolition of Big Landed Estates and Land Reforms Act, 1953 (No. 15 of 1954), is published as required by section 142 of the said Act for the information of all persons likely to be affected thereby and notice is hereby given that the draft rules will be taken into consideration on or after the 30th January, 1960

Any objection or suggestion which may be received from any person with respect to the said draft rules before the date specified above, will be considered by the Financial Commissioner.

All objections and suggestions to the said draft rules should be addressed to the Under Secretary (Revenue), to Himachal Pradesh Administration, Simla-4.

### DRAFT RULES UNDER THE HIMACHAL PRADESH ABOLITION OF BIG LANDED ESTATES AND LAND REFORMS ACT, 1953

**1. Title and commencement.**—(1) These rules may be called the Himachal Pradesh Abolition of Big Landed Estates and Land Reforms (Financial Commissioner's) Rules, 1959.

(2) They shall come into force at once.

**2. Definitions.**—In these rules, unless there is any thing repugnant in the subject or context.—

(a) "Act" means the Himachal Pradesh Abolition of Big Landed Estates and Land Reforms Act, 1953 (Act No. 15 of 1954);

(b) "Compensation Officer" means the person appointed as such by the State Government under sub-section (1) of section 9 of the Act;

(c) "Form" means a form appended to these rules; and

(d) "Section" means a section of the Act.

**3. Mode of determination of value of crop or rent.**—*See section 39 of the Act.* (1) Subject to the proviso to sub-section (1) of section 39, for the purposes of determination of the value of crop or rent, "crop" means only that part of the produce of the harvest concerned which was the subject matter of division between the landowner and the tenant before the commencement of the Act.

(2) When the rent in respect of any land forming the subject matter of an application under section 39 is payable in kind, the Collector to whom such application is made shall, for the purposes of the said section, determine the cash equivalent of the crop and of the rent payable in kind at the market rate prevailing at the Tehsil Headquarters at the time of the harvest concerned.

**4. Application for ejectment of the tenant.**—*(See sections 55 to 58 of the Act.* (1) A land owner who has secured a decree for arrears of rent against a tenant shall, if he desires the tenant to be ejected, apply to the Revenue Officer having jurisdiction for ejectment of the tenant from his holding. The application shall be accompanied by a true copy of the entries in the last jamabandi relating to the Khata Khatauni in which the fields to which the application relates are included (together with a certified copy of the decree referred to in clause (a) of section 55 of the Act).

(2) Where, however, such copy would be irrelevant owing to changes in tenancy subsequent to the date of preparation of the Jamabandi, true copies of the entries in the last Khasra girdawari relating to the particular fields to which the application relates shall be substituted therefor.

(3) Copies filed under sub-rules (1) and (2) shall be certified as correct under his own signature by the Patwari or any other official acting under section 76 of the Indian Evidence Act (I of 1872) or section 1954 (2) of the Himachal Pradesh Land Revenue Act, 1953.

(4) The notice of ejectment shall be issued in Form LR I appended to these rules.

(5) The procedure as set out in the Code of Civil Procedure and under Chapter I-C of the Punjab High Court Rules and Orders Volume I as applied to Himachal Pradesh for signing and verification of plaints, etc., shall be followed for signing and verification of the applications under this rule.

**5. Process of arrest not to be issued between certain dates—**(See clause (d) of section 141 of the Act).—A Revenue Officer or Revenue Court shall not, except for reasons of urgency to be recorded in proceedings held under the Act issued any process of arrest against, a tenant or against landowner who cultivates his own land, between the first day of April and 31st day of May, nor between the 15th day of September and 15th day of November.

**6. Language of Revenue Offices and Revenue Courts—**(See clause (g) of section 141 of the Act).—The language of Revenue Offices and Courts shall be Hindi in Dev Nagri script, but in every case, the order and reasons for it may be written either in English or Hindi.

**7. Notice to make payment of Rent in kind at the thrashing floor.**—As soon as the crop is ripe for thrashing, a tenant paying rent in kind, shall give a reasonable written notice by registered post acknowledgement due in the prescribed form to his landlord to be present at the scene of thrashing. Provided that if in spite of receipt of notice the landlord fails to be present at the thrashing floor the tenant may commence, continue and complete the thrashing process. Provided also that if the thrashing operations be not commenced or completed at the contemplated time and place due to some reasons beyond the control of the tenant, the landlord shall not be entitled to any compensation whatsoever on that account. And after the thrashing process is over, the rent will be paid in kind at the thrashing floor.

FORM LR I (F.C.)

(See Rule 4)

### Form of Notice of Ejectment

Notice issued by..... Assistant  
Collector of the..... DISTRICT.

Notice of ejectment issued pursuant to the provisions of sub-section (1) of section 57 of the Himachal Pradesh Abolition of Big Landed Estates and Land Reforms Act, 1953.

Landlord on whose application this notice is issued.....  
(With father's name, caste and residence).

Tenant on whom this notice is to be served.....  
(With father's name, caste and residence).

Tenancy to which this notice relates. (Give for each field included to the

tenancy its number, its area; also the total area of the tenancy and the village and Tehsil in which situate).

Whereas on the..... day of..... 19.....  
in the Court of..... at..... a decree  
for Rs..... and costs, above, described was passed  
in favour of..... landlord, plaintiff against.....  
tenant, defendant, and whereas a sum of Rs..... is still  
due under this decree as set out in the account annexed.

This notice of ejectment is issued against..... the said  
tenant, and he is hereby informed that, if he does not pay to this office the said  
amount of Rs..... which is still due under the decree within  
fifteen days from the date of receipt of this notice, he will be ejected from the  
tenancy.

Dated at the Revenue Office of (seal and Signature of the Revenue Officer),  
this..... day of..... 19.....

*Account of sums due under the decree.*

(1) Amount of decree	.. Rs.
(2) Costs decree against the defendant	.. Rs.
(3) Costs of Execution to date	.. Rs.
(4) Amount paid by defendant	.. Rs.
(5) Balance now due	.. Rs.

**FORM**

**Notice under section 28 (4) (b) of Himachal Pradesh Abolition of Big Landed  
Estates and Land Reforms Act (Act No. 15 of 1954)**

From

..... Tenant  
(Full address)

To

..... Landlord  
(Full address)

(Tenancy to which this notice relates)

Field Nos.) ..... Village.....  
area..... Tehsil .....  
District .....

Notice is hereby given that thrashing of the crop produced in the land  
detailed above during *Rabi/Kharif* 19 ..... all natural causes permitting  
shall commence on..... at.....  
at the thrashing floor situate at..... You may like to be  
present at the scene of thrashing operation, if so, please do. In  
case you fail to be present, the thrashing operation shall commence, continue  
and be concluded without further intimation to you. And after the thrashing  
process is over, the rent will be paid in kind at the thrashing floor.

..... Tenant.  
(Signature)

By order,

**B. N. MAHESHWARI, I.A.S.,**  
*Financial Commissioner.*

## ANIMAL HUSBANDRY DEPARTMENT

## NOTIFICATION

*Simla-4, the 1st January, 1960/11th Pausa, 1881*

**No. Vety. 104-11/52.**—In exercise of the powers conferred by sub-section (3) of section 21 of the Himachal Pradesh Livestock Improvement Act, 1954, the Lieutenant Governor, Himachal Pradesh, proposes to make the following draft rules under the aforesaid Act.

Any person who has any objection or suggestion may send the same to the Secretary (Animal Husbandry) to Himachal Pradesh Administration, Simla-4, within a period of 30 days from the date of publication of this Notification for the consideration of the Administration after which the Rules will be finalised.

## HIMACHAL PRADESH LIVESTOCK IMPROVEMENT RULES, 1959

1. *Short title.*—These rules may be called the Himachal Pradesh Livestock Improvement Rules, 1959.

2. *Definitions.*—In the rules, unless there is anything repugnant in the subject or context—

(i) “The Act” means the Himachal Pradesh Livestock Improvement Act, 1954.

(ii) “Castrate” means to perform an operation in accordance with these rules for the purpose of removing the reproductive power of a bull and the words “Castrated” and “Castration” shall be construed accordingly.

(iii) “Schedule” means a Schedule appended to these rules.

(iv) “Section” means a section of the Act.

(v) “Village” means an area declared as specified area under section 3.

(vi) Words and expression not defined in these rules but defined in the Act, shall have the meaning assigned to them in the Act.

3. Intimation with regard to the possession of any bull required to be given under section 5 to the Livestock Officer shall be given within 15 days from the date of the issue of the Notification under section 3, or from the date of coming into possession of the bull, as the case may be.

4. The order to be issued under section 6 by the Livestock Officer requiring any person keeping a bull to present the bull for inspection shall be in Form No. I.

5. Where after inspection of the bull produced before him and in pursuance of the order issued under section 5, the Livestock Officer is of the view that the bull is capable of being used for breeding purposes and should be certified as approved within the meaning of section 6 he shall certify the bull as approved and cause it to be branded with a mark given below:—

“Himachal Pradesh Administration” (On Thigh).

6. Where on inspection, the Livestock Officer is satisfied that the bull is effectively castrated, he shall cause it to be branded with the mark as given below—

“R” (On Thigh).

7. Whereon inspection as aforementioned, the Livestock Officer is satisfied that the bull is not fit for being certified as an approved bull, and is also not



effectively castrated, he shall order (which shall be in Form No. II) the person keeping the bull to have it castrated within a period of 15 days from the date of the service of the order.

8. The mark with which the bull castrated under the provisions of sub-section (2) and (3) of section 9 and sub-section (2) of section 10 shall be branded will be as under—

“R” on Right Thigh.

9. *Castration.*—(a) Every bull directed to be castrated under section 6 of the Act shall be effectively desexed from the nearest Veterinary Hospital free of any charge.

(b) If the Livestock Officer is not satisfied with the castration of bull he may order the castration to be performed again in a manner approved by the Head of the Department.

(c) The bulls should be castrated upto a maximum age of 1-1/2 year.

10. *Manner of inquiry under section 10 of the Act.*—Before seizing a bull under sub-section (1) of section 10 of the Act, the Livestock Officer shall cause an inquiry to be made as to the ownership of the bull by the Panchayat of the village in collaboration with the Village Level Worker.

11. *Determination of costs of maintenance and sale of a bull.*—The amount of costs stabling charges, or incidental expenses shall be fixed by the Livestock Officer:

Provided that if the owner or other person who keeps the bull disputes the amount so fixed, such amount shall be determined by the Panchayat of the Village.

12. *Duties of the Livestock Officer.*—It shall be the duty of the Livestock Officer to exercise all or any of the powers conferred on him under the Act or the rules for the purpose of carrying into effect the purposes of the Act; and in particular to see that no bull shall remain in any village unless it has been inspected and branded with mark prescribed under these rules.

13. *Power of Livestock Officer to enter premises.*—The Livestock Officer or any other Officer or person authorised by him in this behalf shall have power to enter between sun rise and sun-set, any premises or place where he has reason to believe that bulls are kept for the purpose of performing any of the duties imposed on him by the Act or the rules:—

Provided that before entering such premises or place a due notice thereof shall be given in the form prescribed in Form III.

14. The Register to be maintained by the Livestock Officer under section 14 shall in Form No. 4 (IV).

15. Whoever commits any breach of any of these rules, shall be punishable with fine which may extend to Rs. 50.

## FORM I

(See rule 4)

### ORDER UNDER SECTION 6 OF THE HIMACHAL PRADESH LIVESTOCK IMPROVEMENT ACT OF 1954

To

Mr./Mrs.....

Description of bull:—.....  
 Breed ..... Whereas it has been made to  
 Colour..... appear to me that you keep the  
 bull described in the margin.  
 Age .....  
 Identification Marks .....  
 Name .....

Now, therefore, in exercise of the powers conferred by section 6 of the Himachal Pradesh Livestock Improvement Act of 1954, I hereby require you to submit it for inspection by me/deputed by me between the hours of..... for the purpose on the..... day of..... at\*..... of village..... and render all possible assistance in connection with such inspection to me/the officer deputed.

Dated this day.....

\*The place where the bull is kept for the time being or any other reasonable place should be specified.

*Livestock Officer.*

## FORM II

(See rule 7)

### DIRECTION UNDER SECTION (7) OF THE HIMACHAL PRADESH LIVESTOCK IMPROVEMENT ACT, 1954

Whereas I am of the opinion that the bull described in the margin has attained the age namely:—..... and is unsuitable for breeding purposes on the following grounds.

the bull is of the defective or inferior confirmation and consequently likely to be get defective or inferior progeny, or

the bull is suffering from incurable contagious or infectious disease or from any other diseases rendering it unsuitable for breeding purpose, or

the bull is of a breed, which it is undersirable to propagate in the State or in the part of State in which it is kept.

Now, therefore, in exercise of the powers conferred by section 7 of the said Act, I hereby, direct that the said bull be castrated by the method and in the manner described below and marked with prescribed mark.....

Method

Manner

Dated.....date of.....

*Livestock Officer.*

## FORM III

(See rule 13)

To:

Mr./Mrs.....

Whereas I have reason to believe that you have kept at your premises/ places a bull/bulls, I hereby give you notice that I shall enter your premises/place on ..... between..... for the purpose of inspecting

the said bull/bulls. You are hereby warned to keep the bull/bulls ready for inspection and not to remove the bull/bulls on the aforesaid date from the premises/places until it is/they are inspected by me.

Dated this..... Day of.....

FORM IV  
(See rule 14)

S. No.	DESCRIPTION OF THE BULL												
1	Name of the owner with parentage (By whom the bull is presented).	Address	Colour	Breed	Age	Weight	Height	Girth	Length	Funds from which purchased and price paid	Place of location with date	Name of custodian with address	Remarks Inspection of Livestock Officer regarding condition, fitness, and service etc. IF castrated, date of castration
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													

By order,  
RAJ KUMAR, I.A.S.,  
Secretary.

FOREST DEPARTMENT

NOTIFICATION

Simla-4, the 1st January, 1960/11th Pausa, 1881

No. Ft. 12-256/58(S).—With the approval of the Government of India, the Lieutenant Governor, Himachal Pradesh has been pleased to frame the following Rules for the Lower Subordinate Forest Training School, Mashobra which will come into force from the 1960 Session:—

**Rules to regulate the course of instructions. Admission to, and Discipline at, the Lower Subordinate Forest Training School, Mashobra, Himachal Pradesh**

I. CONSTITUTION OF SCHOOL

The school is established for the training of Forest Executive Establishment below the rank of a Forest Ranger e.g. Deputy Rangers, Forester and Forest Guards.

2. The administrative control vests with the territorial Conservator of Forests in whose jurisdiction the school is located.

3. The school staff will consist of the following:

(i) *The Instructor*.—Not below the rank of a Deputy Conservator of Forests.

(ii) *The Assistant Instructor*.—A competent Dehra Dun trained Forest Ranger.

The Instructor, Lower Subordinate Forest School, Mashobra will be in immediate administrative charge of the School, as a full-fledged Forest Division, and shall be responsible for:—

- (i) The arrangement and supervision of the courses of studies.
- (ii) The maintenance of discipline.
- (iii) The supervision of buildings, hostals, quarters, grounds, nurseries, and gardens.
- (iv) The control of accounts and
- (v) The correspondence.

The Assistant Instructor shall be directly responsible to the Instructor for carrying out the prescribed scheme of training. He will also perform any work allotted to him time to time by the Instructor.

The Instructor will send a detailed report on the work of the year on 1st April every year to his territorial Conservator.

## II. RULES FOR ADMISSION

4. Unless there is any special reason, the number of students to be admitted every year shall not exceed 25 i.e. approximately 2 from each Forest Division.

5. *Selection of candidates.*—Students for training at the forest school shall consist of Deputy Rangers, Foresters and Forest Guards selected by the Chief Conservator of Forests on the recommendation of the territorial Conservators of Forests. The candidates selected must possess the following qualifications:—

- (a) Matric in case of Foresters and at least primary in case of Forest Guards. Candidates with higher academic qualifications will, however, be preferred.
- (b) Of not more than 45 years in age on 1st April of the year in which they are admitted.
- (c) In the case of Forest Guards at least 3 years satisfactory service in the department.

## III. THE COURSE OF STUDIES AND SYLLABUS ETC.

6. The medium of instructions will be partly in Hindi and partly in English, with the technical terms and definitions etc. being taught entirely in English. The session will start on the 1st April each year and end on the 31st March in the following year. The students will report for duty after training and examination to their original divisions by 5th April.

7. The object of the training is to:—

- (i) Prepare hardy, smart, well disciplined and practical forest assistants with sound theoretical knowledge of the principal forest operations.
- (ii) Develop the faculty of observation to discover changes in the composition and condition of vegetation.
- (iii) Stimulate scientific out-look and elementary research technique.

The subjects to be taught during the course will be as follows:—

- (i) Forestry.
- (ii) Forest Botany.
- (iii) Forest Utilization.

- (iv) Forest Engineering.
- (v) Forest Soils.
- (vi) Forest Law.
- (vii) Forest Surveys and Maps.
- (viii) Accounts and Procedure.

Details of syllabus are given in Appendix.

Excursions and tours for the study of the above subjects whenever and wherever necessary will be organized by the Instructor and will include a visit to the F.R.I. and Colleges, Dehra Dun.

9. *Allotment of time.*—The distribution of time for the various items during the session will be approximately as follows:—

(i) Working days at Headquarters for lectures and practical work	..	..	150 days
(ii) Tours and outdoor work	..	..	125 days
(iii) Sundays and Holidays	✓..	..	90 days
TOTAL			365 days

10. There will be normally two terms as follows and will include lectures, practical work and examinations:—

1st Term.—1st April to the beginning of Dussehra holidays.

2nd Term.—From the end of Dussehra holidays to the 31st March (following year).

#### EXAMINATIONS, CERTIFICATES AND PRIZES

11. At the close of the course partly written and partly oral examination will be conducted in the second and third weeks of March by a Board of examiners which will be composed of:—

- (i) Conservator of Forests in whose jurisdiction the school lies (1st examiner).
- (ii) A senior gazetted officer of the department to be nominated by the Chief Conservator of Forests, Himachal Pradesh (2nd examiner).
- (iii) Instructor of the School (3rd examiner).

12. The names of the examiners and the maximum marks allotted for the various subjects will be as under:

Subject	Written paper		Practical		Total marks	Remarks
	Time	Marks	Item	Marks		
1	2	3	4	5	6	7
Forestry	3 hours	100	Seed collection. Markinings in high hills. Markings in Sale forests.	20 50 30	200	1st examiner (For markings the D.F.O. of the divisional concerned).
Forest Botany	-do-	50	Herbarium specimens. Identification	20 30		
					100	2nd examiner.

1	2	3	4	5	6	7
Forest Utilization.			Identification of timbers	10	100	1st examiner.
(a) Resin tapping	3 hours	30	Collection of specimens.	10		
(b) General	-do-	50			100	3rd examiner.
Forest Engineering.	-do-	50	Alignment of road.	20		
			Laying out of a building.	15		
			Reading of plans and estimates.	15		
Forest Soils	-do-	80	Rock specimens.	10	100	2nd examiner.
			Identification of rocks.	10		
Forest Law		100	—		100	-do-
Forest Survey and maps.			Chain survey	20	100	1st examiner
			Prismatic compass survey.	40		
			Plane table survey.	20		
			Map reading.	20		
Accounts and procedure.	-do-	50	—		50	3rd examiner.
Tour Note books.					100	-do-
Character and discipline.					50	-do-
TOTAL ..					1000	

13. One of the following two kinds of certificates will be awarded to the students completing the course according to the results obtained:—

- (1) *Passed Certificate*.—Granted to students securing not less than 50 per cent marks in each subject.
- (2) *Honours Certificate*.—Any qualifying student securing 70 per cent marks in all subjects and 75 per cent marks in the aggregate will be declared as passed with honours.

Students with honours certificates will qualify for accelerated promotion in the department.

14. *Prizes*.—The following medals will be awarded:—

- (1) A medal for the best all round student *i.e.* to the student standing first in the aggregate.
- (2) A medal for the best practical silviculturist *i.e.* to the student who stands first in forestry.
- (3) A medal for the best soil Conservation student *i.e.* to the student who stands first in Soil Conservation.

- (4) A medal for the best engineering student *i.e.* to the student who stands first in Engineering.
- (5) A medal for the best resin student *i.e.* to the student who stands first in resin tapping examination.

#### IV. FEES, STIPEND AND ALLOWANCE

15. Only students already in Government service shall be accepted. No tuition fees shall be charged. The candidates deputed for training shall continue to draw their pay, D.A. and T.A. as if on duty.

#### V. GENERAL RULES

16. *Hostel and Mess*—(i) The students on arrival at Mashobra will be allotted lodging accommodation by the Instructor or the Assistant Instructor.

(ii) Every student will advance a sum of Rs. 30 of his own for meeting monthly mess expenses.

17. *Dress and Equipment*.—Each student will provide himself and wear *khaki* bush-shirt, *khaki* trousers, cap or turban while at lectures, practical work and examination. The students receiving training will be paid Rs. 25 as equipment allowance.

18. *Leave*.—(i) No student will proceed on leave from the school or the touring camp without the permission of the Instructor or Officer in charge of the class.

(ii) Normally no leave will be given except under very special reasons.

(iii) In case a student is unfit to attend the class or is unable to perform any outdoor work at Mashobra he must produce a medical certificate of the school medical officer.

(iv) If a candidate is absent from lecture or field work for 30 per cent of the working days the student will not be allowed to appear in the final examination.

19. *Holidays*.—Normally all the gazetted holidays at the headquarters will be observed as non-working days. While on tours the Instructor will have the discretion to observe any holiday or not.

20. Any student who does not show aptitude for studies or is not likely to benefit by the course or whose conduct is not satisfactory will be liable to be reverted from the school on the recommendations of the Instructor who will submit a report within 3 months of the commencement of the course to the Conservator of Forests in whose jurisdiction the school lies, who will be final authority for passing a reversion order.

21. *Punishments*.—The Instructor of the school and the territorial Conservator in whose Circle the school is situated shall exercise all the powers delegated to a Divisional Forest Officer and Conservator of Forests in respect of the trainees, who will all be attending the school as if on duty.

### APPENDIX

#### DETAILED SYLLABUS FORESTRY

##### (A) THEORY

##### 1. SILVICS OR FOUNDATIONS OF SILVICULTURE

(i) Definition and explanation of the common Silvicultural terms.

(ii) Rudimentary knowledge of the locality factors (Climatic, edaphic,

### Physiographic and Biotic).

(iii) Utility of Forests with special reference to the effects of forest vegetation on conservation of Soil Water (surface run-off, seepage and retention, springs, stream flow and floods) and animal life, particularly mankind.

(iv) General ideas about the growth of forest crops and trees, (a) structures and functions, (b) form of crown, bole and roots, (c) growth-height, diameter and volume-determination of age, (d) differentiation of forest crops passed on age, composition and density, (e) developmental stages—seedling, sapling, poles, young crop and mature timber etc., (f) crown classification, (g) concepts of tolerance (light) succession and colonisation.

## 2. SILVICULTURE OR THE PRACTICE OF SILVICULTURE

(i) Silvicultural systems or methods of reproduction or treatment of the forest crop during the period of regeneration or establishment; detailed study to be made of only the shelter-wood and the selection method commonly applied in Himachal Pradesh.

(ii) Intermediate cuttings or treatment of forest crops after the regeneration period to maturity—cleanings, thinnings, improvement fellings, salvage cuttings and prunings.

(iii) Slash disposal, weedings and climber cutting.

(iv) Detailed silvicultural study of the following:—

Cedrus deodara, Pinus excelsa, Pinus longifolia, Abies pindrow, Picea morinda, Shorea robusta and Dendrocalamus strictus, Simbal, Khair, Shisham, Mulberry Willow, Walnut and Populus.

(v) Natural regeneration by seeds, coppice, pollarding and root suckers; (a) best season for coppicing, (b) cultural operations in natural reproduction.

(vi) Artificial regeneration, (a) objects, types and methods, (b) collection and storage of seed, (c) organization and execution with special emphasis on soil preparation, (d) nursery technique and (e) fencing.

## 3. FOREST PROTECTION

(i) General idea of the injurious agencies such as fire, fungi, insects, animals (wild and domestic including man) and atmospheric agencies, chiefly wind, frost drought, snow, landslides and lightning etc.

(ii) Forest fires, injury to trees, regeneration, soil, wild-life, recreational values, other property and human life, (b) beneficial effects of fire, (c) classification of forest fires—ground, surface, crown, (d) causes of forest fires, (e) contrivance, forest fires or fire prevention—departmental burnings, fire lines, patrolling, enforcement of laws, closure and restrictive regulations as to camp fires, smokers, Debris burning and exploitation camps etc., (f) fire fighting—direct and indirect methods (back firing).

(iii) General management precautions for control of insects and fungus diseases.

(iv) Grazing effects, benefits *versus* injuries, methods of control, regulations for allowed grazing etc.

### (B) PRACTICAL

(i) Each student will collect a small quantity of ripe seed of as many species as possible during the course and present them at the time of the examination in small cloth bags. The specimens will be returned.

(ii) Anti-erosion works.



- (iii) Intensive training in laying out and maintenance of a nursery.
- (iv) Sowing and planting; weedings and cleanings.
- (v) Marking for thinnings (all grades) regeneration fellings selection fellings, improvement fellings, coppice with standard fellings, bamboo fellings.
- (vi) Fire protection measures.
- (vii) Checking and up keep of boundary lines and repairs to boundary pillars.
- (viii) Study of plant succession and colonisation.

## FOREST BOTANY

### (A) THEORY

1. Elementary plant morphology and physiology.
2. Field identification of important trees, shrubs and herbs by local and Botanical names.

### (B) PRACTICAL

1. Study of seed, root, stem, leaf, flower and fruit.
2. Identification of plants.
3. Collection of herbarium specimens; each student will collect at least 10 specimens which will not be returned.

## FOREST UTILIZATION

### (A) THEORY

#### 1. PHYSICAL AND TECHNICAL PROPERTIES OF WOOD

That is strength, stiffness, toughness (shock resisting ability) hardness, durability, seasoning, combustibility and heating power; common defects and unsoundnesses in wood, i.e. knots, checks shakes, cross grain, pitch pockets, pith, wane and insect and fungus injuries.

#### 2. INDUSTRIAL USES OF WOOD

- (i) For bridges and buildings;
- (ii) For machinery, furniture, carts and boats.
- (iii) For pencil and match making, packing cases, carving and thinning.
- (iv) For agricultural implements, and other miscellaneous purposes.
- (v) For fuel and charcoal.

#### 3. FELLING AND CONVERSION OF WOOD

- (i) Methods of sale.
- (ii) Organization and care of forest labour (departmental exploitation).
- (iii) Ordinary instruments used in felling and conversion.
- (iv) Transport of timber by roads and water.
- (v) Seasoning and stacking of timber.
- (vi) Timber depots and their upkeep.
- (vii) Disposal and sale of timber.

## 4. UTILIZATION AND MINOR FOREST PRODUCE

- (i) The importance of encouraging use of cut fodder (silage, hay-making) as opposed to grazing.
  - (ii) Fibre yielding and thatching grasses.
  - (iii) Minor forest produce from stems, roots and leaves of trees, viz., resin, gutch or *katha*, fibres, tans, dyes, drugs, spices, gums etc.
  - (iv) Charcoal and Charcoal making.
  - (v) Lac cultivation.
5. Rudiments of wood preservation with special reference to Ascu treatment.
6. Identification of the chief commercial timbers of Himachal Pradesh.

## 7. FOREST MENSURATION

- (i) Definition of common terms, i.e. stems timber, small wood volume, form factor etc.
- (ii) Height and diameter measurements of trees and calculation of volume of trees, logs and scantlings etc.
- (iii) Volume of stacked fuel and reducing factors.
- (iv) Enumerations of the growing stock.

## (B) PRACTICAL

1. Inspection of forest industries like *katha* manufacturing and rosin factory Nahan.
2. Preparation of charcoal.
3. Visit to F.R.I. and study of wood seasoning and preservation, timber testing, wood working, paper pulp etc.
4. Inspection of timber depots and identification of principal timbers.
5. Collection of specimen of major and minor forest produce.
6. Measurement of heights and diameters of standing trees including use of volume tables for cubical contents of standing trees.
7. Stacking of fuel and calculation of volume.
8. Calculation of cubical contents of logs, sawn timber cuttings, embankments, walls and charcoal, kilns.
9. Timber passing.
10. Resin tapping—setting of crops refreshing of blazes.

## FOREST ENGINEERING

## (A) THEORY

## 1. BUILDING MATERIALS

- (i) Stone—Qualities, strength, durability and facility of working.
- (ii) Bricks and tiles.—Qualities of bricks and tiles and tests thereof.
- (iii) Brief instructions on roofing materials actually in use:  
Iron, slates, tiles, reinforced bricks or concrete or thatch.
- (iv) Lime:—Manufacture of lime and its sources, tests of good lime, storage and use of lime.

## 2. BUILDING CONSTRUCTION

- (i) Mortar, mud, lime and cement and proportions of ingredients used.
- (ii) Cement, concrete, reinforced cement concrete and proportions of ingredients used.
- (iii) Selection of site; foundation and plinth.
- (iv) Walls, bonding, principles of brick work and masonry—random rubble and course rubbles, pointing, wood use in the walls, wall plates, lintels and arches, paving and flooring roofs, chimneys and fire places, doors and windows, carpentry and joinery work.
- (v) Painting and polishing of furniture, white washing and distempering.
- (vi) Preparation of simple plans and estimates.

## 3. FOREST ROADS

- (i) Definition of temporary and permanent roads, cart roads, bridle paths, inspection paths, retaining walls, breast wall, wall parapet, wall railing, wheel guards weep holes.
- (ii) Slopes of road surface and its drainage.
- (iii) Advantages and disadvantages of giving inward or outward slopes to hill paths.
- (iv) The gradients allowed on various roads and paths.
- (v) Alignment and construction of roads and paths, both in the hills and plains.

## 4. SIMPLE BRIDGES AND CULVERTS

- (i) Selection of bridge sites.
- (ii) Details of construction—abutments, cantilevers and bridge proper.
- (iii) Construction of temporary bridges, crossings and culverts.

## 5. WATER SUPPLY

Construction of open *Kuhls*; alignment, preparation of wooden grooved channels and improvisation of *bowlies* and water holes.

## 6. FENCING

Types of fencing, material used and repairs.

### (B) PRACTICAL

- (i) Visit to brick and lime burning kilns.
- (ii) Visit to buildings under construction with a view to study laying of concrete works, arches and bonds, timber joints and trusses.
- (iii) Repairs to and polishing of furniture.
- (iv) Alignment and construction of roads.
- (v) Construction of *nullah* causeways.
- (vi) Study of bridges and culverts.
- (vii) Revetments and retaining walls.
- (viii) Blasting of rocks, method and precautions.

## FOREST SOILS

### (A) THEORY

#### 1. GEOLOGY

Definition; principal rocks; weathering agencies affecting rocks.

#### 2. SOIL SCIENCE

Definition, Soil and its constituents, soil formation processes, elementary idea of soil profile, and soil fertility.

#### 3. SOIL EROSION

Definition, types of erosion, factors affecting erosion, control measures—*(a)* vegetative and *(b)* mechanical measures—with special reference to contour bunds, canalization of streams and reconditioning of agricultural lands.

4. Construction of contour bunds, terraces, trenches, check dams, nala training, spurs, culverts, drains, spillways, water ways, retaining walls, stabilization of advancing gully heads etc.

### (B) PRACTICAL

1. Identification of common rocks affecting forests and forest constructional works.

2. Collection of geological specimens of the following rocks: Granite, Gneiss, schist, Quartzite, sand stone, lime stone.

These specimens will not be returned.

3. Study of common types of soil in the field.

4. Study of vegetation in relation to soil.

5. Intensive practical work about various soil conservation measures.

## FOREST LAW

1. Study of the principal provisions of the Indian Forest Act, Cattle Trespass Act, Land Preservation Act, the Punjab Wild Birds and Wild Animals Protection Act, the Himachal Pradesh Private Forest Act, the Himachal Pradesh Land Development Act, in so far as they are required for the conduct of ordinary protective duties.

2. Procedure for enquiry and conduct of forest offence cases in a court of law (Prosecution work).

3. Compounding of forest offence cases and duties and powers of a Forest Guard and Forester in respect thereof.

## FOREST SURVEY AND MAPS

### 1. MEASUREMENT UNITS

(i) Working knowledge of lineal measurement units, *i.e.* inches, feet, yards, chains, furlongs, miles and square inches, square feet, sq. yards, acres, sq. miles, etc.

## 2. SIMPLE GEOMETRY

(i) Practical elementary drawings such as construction of squares, rectangles, triangles, and angles of given dimensions.

(ii) Calculation of areas of simple forms corresponding to the above figures by means of mathematical calculations, acre comb, acre square and thread methods.

(iii) Use of planimeter.

## 3. PREPARATION OF MAPS

(i) Practice in making maps of simple areas by means of chain survey, plane table survey and chain and prismatic compass survey.

(ii) Contour mapping.

(iii) Conventional signs commonly used in maps.

(iv) Types of forest maps management, stock and control maps.

(v) Reading and interpretation of maps with special reference to the survey sheets.

(vi) Practice in copying maps of simple areas by means of tracing paper and tracing cloth.

## ACCOUNTS AND PROCEDURE

### HIMACHAL PRADESH FOREST MANUAL VOL. I

#### *Paragraphs*

1.1	Classes of depots.
1.2	Timber Forms.
2.1	General principles and restrictions relating to expenditure.
2.2, 2.3	Dictation of all heads of revenue and expenditure.
2.3, 2.24, 2.126, 2.129	Definition of cash and custody of Government money.
2.31	Preparation of monthly range accounts.
2.38, 2.39	Remittance of revenue into treasury.
2.46, 2.47, 2.48, 2.49	Maintenance and disbursements of Muster-rolls.
2.55, 2.56, 2.57	Preparation of bills and vouchers.
2.58, 2.59	Measurement books.
2.68, 2.69	Last pay certificate.

2. Study of the following Accounts forms:—

- (i) Muster Roll (daily labour bill), (ii) Forms of Payee's voucher (Receipt), (iii) T.A. bills, (iv) Register of stores and stock articles, (v) Pay bills, (vi) Acquittance roll.

## 3. ADMINISTRATIVE FORMS

(i) First information reports of Forest Fires.

(ii) Detailed report of forest fire.

(iii) Framing of cases for offences which are compoundable and study of concerning forms.

(iv) Study of compartment History Files.

4. Office routine.

D. C. KAITH,  
*Secretary.*